

Manteno Public Library

Board Meeting

June 16, 2020

President G. Dodge called the meeting to order at 7 p.m. Member roll call: J. Lockwood, present, C. Baldwin, present, B. Collier, present, G. Dodge, present, C. Hollenbeck, present, N. Shear, present, N. Wheeler, present, P. Tovo, absent.

B. Collier moved and C. Baldwin seconded to approve permitting the meeting to occur by audio video conference calls of the Open Meeting Act due to the restrictions of the Governor. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

There were no agenda changes.

**Approval of the minutes:** C. Hollenbeck moved, and N. Wheeler seconded to accept the minutes to the May 19, 2020 Board Meeting. C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**Introduction of visitors and public comments:** There were no emails or comments received from the public.

**Approval of the Financial Report:** B. Collier moved, and C. Hollenbeck seconded to approve the May 2020 financial report as presented. C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**Director's Report:** The library opened to staff on June 1, 2020 and curbside for patrons began on June 8<sup>th</sup>. Director Lockwood met with the directors of the KALA libraries on June 10<sup>th</sup> to exchange books. RAILS will restart on June 29<sup>th</sup>. The library will receive a delivery on June 18<sup>th</sup>.

The library has two additions to the website, Book Profile and Digital Library Cards. Book Profile allows patrons to fill out a form on reading preferences and staff will compile a reading list of up to 10 book suggestions. The Digital Library Cards is a way for patrons to receive a temporary library card good for 2 months. This card will be converted to a regular library card once the library reopens to patrons.

**Illinois Government Updates:** HB 2096 amends the Illinois Local Library Act and the Public District Act of 1991 to create the Cards for Kids Act. This act is waiting for the Governor's signature. If signed, it will prohibit a library from charging nonresidents fees for the use of a library in unincorporated areas where students reside in households falling at or below the U.S. Department of Agriculture's Income Eligibility Guidelines. Additionally, this legislation removes provisions that had allowed libraries to not participate in nonresidential borrowing programs of a regional library system.

**Finance:** Money market interest for May - \$1.46

E-commerce for May - \$10.40

Received Per Capita Letter – The library was awarded \$15,540.00

Donations to the amount of \$325.00 were received in honor of Dolores Knupp who died May 16, 2020.

Paperwork was filled out and sent to the insurance for the Security Bond.

**Technology:** On June 5<sup>th</sup>, True Tech installed Microsoft office 2019 on patron and employee computers. The library has equipment for staff to work from home if necessary due to a pandemic/disaster. Additionally, Tim from True Tech notified Director Lockwood that the camera server is almost 5 years old and is at capacity. A quote to update the equipment will be presented to the Board at the July meeting.

**Friends of the Library:** FOL met via Zoom. A tentative Bundt Cake fundraiser is schedule for August. All other events are put on hold depending on phases of Restoring Illinois.

**Library Projects/Activities:** Library and Personnel Budget.

E-read renewal was sent in May. The library will be invoiced in July.

**Monthly Statistical Report for May:** Circulation (0), New Cards (0), Computer Usage (0), People Counter (0), Web Usage (659).

**Youth Services Department Update:** Youth Services focused on summer reading and transitioning to virtual/online programming. The Reader Zone Program launched on June 15<sup>th</sup>. In addition to Reader Zone, Youth Services is working on other activities, such as an Abe Lincoln Zoom Program, Dan Gogh Art and Magic Show/Drawing Workshops, and a Sidewalk Chalk Challenge. May daily Facebook views were up 52%, page likes were up 20%, and page followers were up 60%.

Staff meetings and Programming meetings are held weekly along with Supervisor meetings.

**Unfinished Business:**

**Phone System Committee Report:** Director Lockwood met with committee members C. Baldwin and B. Collier to discuss the phone system. Three quotes from different companies was presented to the library board. B. Collier moved and C. Baldwin seconded to accept the quote from Ruder Electronics for \$3,997.00 for the purchase and installation of a new telephone system. C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes.

**Air Condition Unit-Contractor Replacement:** N. Wheeler moved, and C. Hollenbeck seconded to approve a quote for \$373.00 from Holohan Heating & Sheetmetal, Inc. for the replacement of contactors due to failing condition. C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**Reopen Plan** – With the possibility of the state entering Phase 4, it is tentatively planned to open the library on July 6<sup>th</sup>. The board discussed policies for the reopening. Examples of such policies are: Patrons will be allowed to brows stacks, there will be limited services and requirements for face coverings and social distancing will be enforced. Children under the age of 16 must be accompanied by an adult age 18 or older. There will be no tables, chairs or reading room available. Computers will be by appointment for a period of one hour. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**New Business:**

**Operating/Personnel Budget:** C. Hollenbeck moved, and C. Baldwin seconded to approve the FY21 Operating Budget. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

B. Collier moved and N. Wheeler seconded to approve the FY21 Personnel Budget as presented. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**OCLC Renewal:** N. Shear moved, and C. Hollenbeck seconded to approve the OCLC renewal. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**HR Source Renewal:** N. Wheeler moved, and B. Collier seconded to approve the HR Source Renewal at a cost of \$350. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**Switches-Phone/Internet Upgrade:** C. Baldwin moved, and C. Hollenbeck seconded to approve the True Tech quote for \$1480.00 to upgrade switches for phones and internet. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**Non-Resident Fee Resolution 20-01:** B. Collier moved, and N. Shear seconded to approve Non-Resident Fee Resolution 20-01 authorizing the district yearly fee for non-residents at a cost of \$179.10. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**FOIA/OMA officers:** C. Hollenbeck moved, and G. Dodge seconded to approve J. Lockwood and B. Collier as OMA officers. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

C. Baldwin moved and G. Dodge seconded to accept the designated FOIA Officers J. Lockwood, primary contact, and C. Posing, back-up contact. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**Social Media Policy:** Manteno Public Library Social Media and Comment Policy will be brought to the Board in July.

**Personal Use of Social Media:** N. Wheeler moved, and N. Shear seconded to approve the Personal Media Policy as amended. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**Review 1<sup>st</sup> Half Year Closed Minutes:** B. Collier moved, and C. Baldwin seconded to keep the closed minutes from January 1<sup>st</sup> through June 30<sup>th</sup> closed. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

**Correspondence:** No correspondence.

**Anticipate Items:** Social Meeting Policy, True Tech quote to update camera equipment.

B. Collier moved and G. Dodge seconded to close the meeting at 8:27 p.m. Roll call: C. Baldwin, yes, B. Collier, yes, G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary